



# MUNICIPAL COURT ADMINISTRATOR

The City of Las Vegas announces an employment opportunity for MUNICIPAL COURT ADMINISTRATOR

*City of Las Vegas – An equal opportunity employer*

REGIONAL



## THE COMMUNITY

The city of Las Vegas is home to almost 600,000 residents with a population of approximately two million in the overall metropolitan area. The city is surrounded by mountains and desert offering spectacular scenery and a warm climate. Residents enjoy 300 days of sunshine each year with an average high temperature of 80 degrees, and an average low temperature of 56 degrees.

Las Vegas is very proud of its distinction as the entertainment capital of the world with the gaming and resort industry welcoming over 39 million tourists in 2012. The city is equally proud of its family-friendly neighborhoods and extensive amenities.

### **The Southern Nevada community offers:**

- Higher education... University of Nevada Las Vegas, College of Southern Nevada, Nevada State College
- Recreational activities... skiing at Mt. Charleston, hiking at Red Rock Canyon, boating at Lake Mead, golfing at more than 60 courses
- Family attractions... Lied Discovery Children's Museum, Las Vegas Natural History Museum, Spring Mountain Ranch Summer Theatre, Shark Reef Aquarium
- Visual and performing arts... Nevada Ballet Theatre, Las Vegas Philharmonic, The Smith Center for the Performing Arts
- Spectator sports... UNLV Rebel basketball and football, Wranglers hockey, 51's baseball, Las Vegas Motor Speedway

Years of revitalization efforts in downtown Las Vegas (where City Hall and the Regional Justice Center are located) are beginning to pay off. The downtown area – located a few miles north of the world-famous Las Vegas strip has now become a vibrant urban core with the Mob Museum, Neon Museum, the Arts District, updated and upgraded hotels (El Cortez, The "D", Golden Nugget, Downtown Grand, etc.), Cleveland Clinic, Lou Ruvo Center for Brain Health, Zappos Corporate Headquarters, Fremont East Entertainment District, etc.

The Clark County School District (CCSD) is the fifth largest in the nation with more than 315,000 students, 38,000 employees and 357 schools including Magnet and Career Technical Academy programs with coursework in a variety of areas including: aerospace and aviation, information technologies, performing and fine arts, communications, law preparatory, health services, travel and tourism, and engineering. More than 40 private and parochial schools offer additional education options.

Las Vegas has much to offer and the emphasis on quality of life, citizen services and future growth all support a unique living and working environment.



## THE COURT

Las Vegas Municipal Court, designated as a Court of Record, was established under Article IV of the Las Vegas City Charter. The Court is comprised of six judicial departments whose judges serve six-year terms and are elected at-large by the citizens of the City of Las Vegas. Jurisdiction includes matters that fall within the city limits as delineated by the Nevada Revised Statutes Section 5.010. Such offenses include all criminal misdemeanors, traffic violations and civil ordinance violations not exceeding \$2,500, where the City is a part or is benefitted thereby; and any other violation of Las Vegas Municipal ordinances.

The day-to-day operations of the Court are managed by the Court Administrator and overseen by the Chief Judge who is elected by the other Judges to serve a 2 year term.

### **Las Vegas Municipal Court has been recognized for its innovations and programming. The Court has:**

- Developed and sponsored enabling Nevada legislation for the use of 3rd party collections, now the standard for courts around the nation
- Been recognized for its Specialty Courts, each with a specific focus and all dedicated to reducing recidivism through assistance, support and education as participants reclaim their lives and dignity. The Specialty Courts are: Habitual Offender Prevention & Education (HOPE) Court; DUI Court, Women in Need of Change (WIN) Court, Youth Offender (YO) Court, and a Veterans' assistance referral program.
- Developed and implemented an Interactive Voice Response Phone System that accepts payments and provides real time case information by interfacing with the Court's case management system.
- Developed and implemented WEB based defendant services to provide real time case information, make online payments, bail posting, attorney services, etc., by interfacing with the Court's case management system.

### **Las Vegas Municipal Court Operations are comprised of:**

- The Alternative Sentencing and Education Division which includes the Specialty Court Programs, Misdemeanor Education, Evaluation Center, Compliance Unit and Domestic Violence Program.
- The Criminal Division which includes the Courtroom Support Unit, Pre-Trial Services Unit, Judicial Enforcement Unit (which oversees collection efforts), Records Management Unit, House Arrest Unit and the Marshal Unit.
- The Traffic Division which includes Traffic Court Operations, Front Counter Unit, Call Center and Payment Processing Unit, Work Program and Community Service Unit, Finance and Accounting Unit and the Information Systems Unit.

The Las Vegas Municipal Court has the highest case volume of all Nevada Municipal Courts, representing 63 percent of all non-traffic dispositions in the state which, in Fiscal Year 2013, equaled 4,710 non-traffic cases filed per each of the six judicial positions. The Court also leads the state in the number of traffic cases adjudicated, with 85,994 cases filed and 92,931 disposed in this same time frame.

Mission Statement: The mission of the Las Vegas Municipal Court is to provide judicial services to the people of Las Vegas so they can enjoy the benefits of a safe community.

Business Plan: As part of the Municipal Court's Strategic Business Plan for FY2014 (July 2013-June 2014), the Court identified the following issue statements to be addressed:

- Issue 1. Outdated technology and the increasing complexity and volume of the workload, if not addressed, will increase customer wait time, case processing time, errors, customer dissatisfaction, and negatively impact employee morale.
- Issue 2: The presence of chronic homelessness, mental illness, drug and alcohol dependence, and domestic violence in individuals coupled with a decline in available resources, have led to an increased need for specialized services and alternatives to incarceration that, if not addressed proactively and strategically, will negatively impact public safety.
- Issue 3. Traffic violations, especially those by repeat offenders, if not addressed, will lead to more collisions and fatalities.

The incoming Court Administrator will direct the development of the FY2015 Strategic Business Plan which will take effect on July 1, 2014.

### **Municipal Court website:**

<http://www.lasvegasnevada.gov/government/municipalcourt.htm>



## THE POSITION

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The Court Administrator is responsible for planning, directing, managing and overseeing the activities and operations of the Municipal Court including the Alternative Sentencing and Education, Criminal, and Traffic Divisions; and to coordinate assigned activities with other city departments and outside agencies. The Administrator reports to the Chief Judge and five other elected judges; while also working within the parameters of City of Las Vegas administrative practices in coordination with the City Manager's office. The Administrator oversees a Municipal Court staff of 150 employees and manages a budget of over \$21 million. The Administrator exercises direct supervision over management, supervisory, professional, technical and clerical staff.

## MINIMUM QUALIFICATIONS

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Candidates must possess six years of increasingly responsible experience in public administration, court administration, criminal justice or a closely related field, including two years of high level administrative or supervisory responsibility.

A bachelor's degree from an accredited college or university is required with a major in public administration, criminal justice, law, business administration or a related field.

Graduate degree or completion of the Institute for Court Management's Court Executive Development program is preferred.

## THE IDEAL CANDIDATE

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The ideal candidate will be an innovative court administration professional with the proven ability to coach, develop, and manage a high performing team. Candidates will be reviewed based on education, technical and management experience, and certifications that clearly demonstrate the required competencies. In addition to meeting the minimum education and experience requirements, candidates will also be evaluated on the following competencies:

1. Big Picture Perspective – the ability to recognize and address issues outside of the Court in a broad and objective manner, with an eye toward the best interest of the Court, city and judiciary as a whole.
2. Strategic Thinking – the ability to analyze the Court's position by considering trends in case filings, dispositions and other court statistics, national court management, local government and the legislature, and developing potential courses of action to achieve the most effective outcome.
3. Communication – the ability to translate complex court issues into clearly understandable information.
4. Fostering Teamwork – the ability to work cooperatively with others on a team, and to motivate team members to work cooperatively when functioning as a leader.
5. Innovation – the ability to look beyond the traditional for creative solutions with proper attention to risk-reward considerations.
6. Developing Others – willingness to delegate responsibility to others and an ability to coach them to develop their capabilities.

## COMPENSATION AND BENEFITS

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The salary for this position is negotiable and will be based on the qualifications of the successful candidate. The city offers an excellent supplemental benefit plan that includes:

1. Tax Structure – employees benefit from Nevada's very favorable tax structure – no state or local income tax, no inheritance tax and no sales tax on food or drugs. The property tax is also among the lowest in the nation.
2. Retirement (Nevada Public Employee Retirement System) – no social security deductions, with the exception of the small, mandated medicare portion (1.45%).
3. Health Insurance – medical, dental and vision with the city paying 100% of employee premium costs and 50% of dependent premiums.
4. Leave – generous vacation, sick leave and paid holidays.
5. Deferred Compensation – two Deferred Compensation programs available; city may match employee contributions up to \$4,000 annually depending on available funding.

## APPLICATION PROCESS

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Please apply online at [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov) and attach a detailed resume to your application. Resume must include: the size of staff and budget currently managed and four work-related references. Applications and resumes will be screened in relation to the criteria outlined. Candidates deemed to possess the most relevant qualifications will be invited to participate in subsequent steps in the selection process including but not limited to: comprehensive background check and in-person interview.



Any questions regarding the process should be directed to:  
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